



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

May 3, 2010

Approved
6/1/2010

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Nettie DeAugustine	None	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Whitney Engeran-Cordova		Glenda Pinney
Sergio Aviña	Jeffrey Goodman		Jim Stewart
Al Ballesteros	Lee Kochems	PUBLIC	Craig Vincent-Jones
Michael Johnson	Angélica Palmeros		Nicole Werner
Brad Land	Mario Pérez	Miki Jackson	
	Kathy Watt	Dean Page	
	Fariba Younai		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 5/3/2010
- 2) **Minutes:** Executive Committee Meeting, 3/29/2010
- 3) **Table:** May Work Projects/Tasks Deadlines, 5/3/2010

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:20 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 3/29/2010 Executive Committee Meeting minutes, as presented (*Postponed*).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:**
 - Ms. Jackson reported scores were averaged for the SPA 1 RFP. One provider was selected for all services. She noted that the *Los Angeles Times* reported in June 2009 that it has broken Federal and other laws on self-dealing for renting properties owned by principles at above market rates to the non-profit. She anticipated public protests.
 - Mr. Land reported numerous calls and emails on the subject which he referred to OAPP. There is concern about consumer care and roll-out of the Medical Care Coordination pilot in SPA 1.
 - Mr. Vincent-Jones noted the Commission has officially been informed that services are going forward. It cannot address procurement, but can ask if grievances have been filed. If so, it can ask how services are affected.
 - Mr. Braswell said he has advised callers to speak at Commission meetings. Health Deputies respond to multiple complaints.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

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8. CO-CHAIRS' REPORT:

- Mr. Braswell said Mr. Goodman and Dr. Younai both noted work conflicts with the Executive Committee meeting prior to their Co-Chair elections. Executive Committee attendance is required for Co-Chairs unless exempted for due cause.
 - Review Committee Co-Chair attendance in July with consideration of Co-Chair replacement for consistent non-attendance.
 - The Annual Meeting will be in October due to the November conflict with Veteran's Day. The California Endowment will not be available. Mr. Braswell indicated he would look into Cedars-Sinai as a possible location.
- A. **Succession Planning:**
 - Mr. Braswell noted Succession Planning Work Group meetings last year but, with all Co-Chairs involved, identifying meeting times was a challenge. Planning is needed, especially for the Executive Director and Commission Co-Chairs.
 - Reconfigure Work Group with one Co-Chair per committee. Recommendations will return to the Executive Committee.
- B. **Committee Workplans:**
 - Mr. Vincent-Jones noted committees reviewed plans last year, but did not finalize them.
 - All committees will review their plans over the next month with a goal to present at the June Commission meeting.
 - Add Consumer Caucus to Workplan.

9. EXECUTIVE DIRECTOR'S REPORT:

A. Commission Operational Budget FY 2010:

- Mr. Vincent-Jones noted the total Ryan White grant award was \$39,677,933 or about a \$900,000 increase from FY 2009. The Commission receives no proportion of the included MAI award—expected to be about \$50,000 less than last year—so the portion of the award from which the Commission will derive its budget is expected to be \$36,798,246.
- The Commission usually uses 4% for Commission operations but, with staff cuts and economic challenges, he has agreed with OAPP to take 3% or about \$1,103,947. At one time planning councils received a set percentage, but now must negotiate for a portion of administrative expense. OAPP had suggested \$900,000 at one time, but that was not a realistic figure.
- Last year's actuals are not complete, but appear to be about \$1.172 million for about a 30% cut of some \$353,000; OAPP's cuts were 10%-12%. Personnel costs are set by the Executive Office and not yet available for FY 2010.
- Mr. Vincent-Jones builds the budget starting with set or relatively inflexible items like personnel, rent and supplies then prioritizing the more flexible contractual costs for the remainder. The eventual goal is to use the Commission Workplan to dictate priorities, but there is insufficient time to complete it this year before the Executive Office needs the budget.
- FY 2009 allocation details for contractual expense and Mr. Vincent-Jones' FY 2010 recommendations are:
 - ▣ Continuous Data Collection: FY 2009, \$100,000, subcontracted with HIV Epidemiology for \$65,000 for standards of care work with remainder to budget cut; FY 2010, expect additional \$65,000 for standards of care service effectiveness work and another \$65,000 or more depending on planned LACHNA survey – high priority;
 - ▣ Benefits Consulting: FY 2009, \$90,000, fully expended and perhaps slight additional for Julie Cross services, could bill OAPP for one-third of costs on combined PO but have not done so since were not at risk of exceeding budget; FY 2010, anticipate same contracted expense of \$90,000;
 - ▣ Public Awareness: FY 2009, \$10,000, part of budget cut, initially planned to promote service availability with HIV LA Service Directory coordinated with OAPP social marketing campaign but coordination was not feasible; FY 2010, low priority as briefs/summaries effectively educate though might be used to fund mobilization;
 - ▣ Standards Development: FY 2009, \$20,000, expended about \$5,000 for facilitation and writing; FY 2010, can be reduced as most such work has been completed;
 - ▣ Website Development: FY 2009, \$36,370, completed assignment system with remainder to budget cut; FY 2010, about same, develop mailing database for mobilization and web-based training elements for Operations Committee – high priority;
 - ▣ Consumer Service Reimbursement: FY 2009, \$25,000, allocation exceeded for consumer expenses, primarily mileage and, rarely, non-consumer expenses needed to maintain representation from a specific area; FY 2010, increase to meet need;
 - ▣ Translation/Interpreting: FY 2009, \$16,000, expended \$5,800 primarily for interpreters; FY 2010, re-evaluate interpreter need and add cost for translation of briefs;
 - ▣ Assessment of the Administrative Mechanism (AAM): FY 2009, \$18,000, not expended due to contracting delays; FY 2010, increase allocation to do both general and topical AAM as FY 2009 was missed;
 - ▣ Training: FY 2009, \$32,000, expended \$11,000 for meeting facilitators, e.g., for focus groups or the Annual Meeting; FY 2010, increase to accommodate more training – high priority;

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- ❑ Parliamentarian: FY 2009, \$15,000, full amount expended; FY 2010, new contract to be negotiated;
- ❑ Meeting Room Rental: FY 2009, \$40,000, expended \$15,000 for monthly Commission meeting room and food; FY 2010, estimate additional \$5,000 expense as California Endowment is not available for the Annual Meeting;
- ❑ Audio-Visual Support: FY 2009, \$28,000, fully expended, could bill OAPP \$12,000 for PPC on combined PO but have not done so since were not at risk of exceeding budget; FY 2010, \$28,000, may have some savings if PPC reduces to quarterly meetings and/or some increase if Commission audio recordings posted on website.
- ➡ Mr. Vincent-Jones will prepare a draft budget. The Committee delegated review and approval to Ms. Bailey and Mr. Braswell to meet County timeline. The result will be presented to the full Committee at the June meeting.
- ➡ Explore cost of posting Commission meeting audio recordings on website.
- ➡ Explore options for expanding allowable reimbursement costs and implications for establishing unfunded expectations.

B. Commission Work Prioritization:

- Mr. Vincent-Jones emphasized the importance of the Executive Committee guiding work priorities for staff especially in light of the loss of two staff. Committees routinely each want its projects to take precedence, but that is not possible. It is particularly difficult when unique threats arise diverting attention, e.g., should the State cut ADAP.
- He and Glenda Pinney are the only remaining topical experts. He is the lead for JPP. Ms. Pinney is the lead for P&P and is assuming more SOC work under his lead. Nicole Werner has been the lead for Operations which has been mostly administrative/clerical/logistical work this past year, but is now moving into training which will require a consultant.
- Prioritization also must reflect his average 20 hours of Executive Office and general administrative work weekly and that the Commission itself requires significant administrative and clerical work.
- The Executive Committee has inherent authority to prioritize Commission work flow. The Committee considered deferring JPP, Operations and P&P prioritization as their Co-Chairs were not present, but it was agreed prioritization could not be deferred when respective Co-Chairs are not present.
- Committees each have two Co-Chairs. At least one is expected to attend each Executive Committee meeting. Mr. Stewart added a committee can also send a non-voting representative in unusual circumstances.
- Priorities determined for the May Work Projects/Tasks Deadlines are:
 - ❑ General: Parliamentarian RFP and Benefits Consultant Sole Source PO, 2 days for both, Mr. Vincent-Jones; Immigration Brief with draft reviews and All-Grantees abstracts due 5/12/2010, 1 day each, Mr. Vincent-Jones; Commission Workplan added to project list for June;
 - ❑ Executive Committee: Commission budget, draft for discussion by Mr. Vincent-Jones, Ms. Bailey and Mr. Braswell, 5/13/2010; Memorandum of Understanding, deferred to June 2010, Mr. Vincent-Jones; Succession plan, August 2010, Mr. Vincent-Jones and Work Group;
 - ❑ JPP Committee: complete JPP legislative docket and legislative recommendations for CEO/IGR, 1 day, Mr. Vincent-Jones; Health care reform and May budget revise briefs, Julie Cross; ADAP advocacy, per State action;
 - ❑ Operations Committee: Assessment of Administrative Mechanism added to project list;
 - ❑ P&P Committee: SPA presentations, Mr. Goodman, Ms. Watt, Ms. Pinney; Nutrition Support Study, postponed;
 - ❑ SOC Committee: edit complete 1,500 pages of standards, 5/26-28/2010, Mr. Vincent-Jones.
- Mr. Vincent-Jones noted a key aspect of the Immigration Brief is to inform consumers and providers that immigration status for undocumented PWH and LGBT should be addressed through human rights practices and not through immigration policies.
 - ➡ Mr. Vincent-Jones will update the Work Projects/Tasks Deadlines table each month going forward for Executive Committee prioritization.

C. **Next Scheduled Executive Committee Meeting:** ➡ Changed to 6/1/2010, 10:00 am to 12:00 noon, due to Memorial Day.

10. **OAPP REPORT:** There was no report.

11. **HIV EPIDEMIOLOGY REPORT:** There was no report.

12. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** The PPC is considering changing to quarterly meetings.

13. **CONSUMER CAUCUS REPORT:** The April meeting was cancelled in lieu of the Special Executive Committee meeting.

14. **STANDING COMMITTEE REPORTS:** May Commission meeting subjects are noted below, but were not discussed.

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A. Standards of Care (SOC):

1. **Standards of Care:** There was no report.
2. **Evaluation of Service Effectiveness:** There was no report.

B. Joint Public Policy (JPP):

1. **State Budget 2010/11 – May Revise:** There was no report.
2. **ADAP:** There was no report.
3. **Medi-Cal:** There was no report.
4. **Health Reform:** There was no report.
5. **Surveillance:** There was no report.
6. **AIDS Watch:** There was no report.

C. Priorities and Planning (P&P):

1. **FY 2011 Priority- and Allocation-Setting:** There was no report.

D. Operations:

1. **Membership Nominations:** There was no report.

15. **NEXT STEPS:** There was no discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 12:15 pm.